137-04VHQ

12 New 1949

SUBJECT: Addressing of dispatches to the Home Office

TO: Heidelberg "KNORBY"
ATTH: C

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- 1. From time to time you will be receiving dispatches signed by members of various support and administrative units within the parent organization. These dispatches in all cases will be authoraticated by me even though they do not bear my signature.
- 2. When such dispatches require answers, it is requested that you address your replies as follows:

TO: C ATTM: (The originator of the dispatch in question.)

3. It is believed that this procedure will expedite rather than delay the delivery of your dispatches and appropriate action upon them.

This decriment is part of an integrated file. It seed atset from the file it must be subjected to individual systematic review.

DECLASSIFIED AND RELEASED BY CENTRAL INTELLIBENCE ASENCY SOURCES METHODS EXEMPTION 3828 NAZI WAR CRIMES DISCLOSURE ACT DATE 2007

JEB/njh
cc: OPC File (2) ~
OPC Chrono
EDUCATOR Dispatch

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